

DEPARTMENT OF AGING

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**PROGRAM MEMO**

TO: AREA AGENCIES ON AGING DIRECTORS	NO.: PM 00-12
SUBJECT: Needs Assessment	DATE ISSUED: May 31, 2000
REVISED	EXPIRES: Until Superseded
REFERENCES: N/A	SUPERSEDES:
PROGRAMS AFFECTED: <input checked="" type="checkbox"/> All <input checked="" type="checkbox"/> Title III-B <input checked="" type="checkbox"/> Title III-C1/C2 <input checked="" type="checkbox"/> Title III-D <input checked="" type="checkbox"/> Title III-F <input checked="" type="checkbox"/> Title V <input checked="" type="checkbox"/> CBSP <input type="checkbox"/> MSSP <input checked="" type="checkbox"/> Title VII <input type="checkbox"/> ADHC <input type="checkbox"/> Other: _____	
REASON FOR PROGRAM MEMO: <input type="checkbox"/> Change in Law or Regulation <input type="checkbox"/> Response to Inquiry <input checked="" type="checkbox"/> Other Specify: <u>To transmit Needs Assessment Guideline requirements in preparation for the Area Agencies on Aging 2001-2005 Area Plans</u>	
INQUIRIES SHOULD BE DIRECTED TO: Your Assigned AAA-Based Team	

The purpose of this Program Memo is to provide the Area Agencies on Aging (AAA) with revised Needs Assessment Guidelines to be used in developing the 2001-2005 Area Plan due to the California Department of Aging (CDA) by May 1, 2001.

The attached Needs Assessment Guidelines, as well as the Area Plan Guidance to be sent to the AAA in June, are the products of an Area Plan Workgroup composed of AAA Planners, a representative from the California Association of Area Agencies on Aging and staff from the CDA. In developing the Needs Assessment, the workgroup addressed four primary goals. They were:

- Incorporate those Community Based Services, as identified in the Older Californians Act, into the area plan process.
- Ensure that the needs assessment requirements in both the Older Californians Act and the Older Americans Act are met.
- Address the requirement to create goals and/or objectives for all locally provided services funded through the Older Californians Act and Older Americans Act.
- Update the Core Questionnaire to include a suggested set of additional questions, developed by the Ombudsman Program, to present to residents of long-term care facilities.

In revising and updating the guidelines, the workgroup attempted to maintain as much continuity with previous Needs Assessment Guidelines as possible. Given that there are usually a significant number of staff who are new to the Area Plan process, we have included discussions on different methodologies for collecting and assessing information as well as several other "best practice" options. Additionally, you may find the Census 2000 website at www.2000.census.gov helpful. Although the census results will not be available until 2002, the website does provide a significant amount of information regarding the census questions, policy implications, etc.

The Core Questionnaire presented in this document goes beyond the minimum required in Title 22, Division 1.8, and California Code of Regulations (Article 3, Section 7300 (b)(3)). However, the workgroup was in agreement that a broader range of questions would provide a more adequate understanding of potential clients and their need without being unduly burdensome. The workgroup is also encouraging all AAA to use the Core Questionnaire, at a minimum, in order to determine some broad statewide "baselines" relative to the needs of seniors.

Lynda Terry
Director

Attachments:

1. 2001-2005 Area Plan
Needs Assessment Guideline
2. Survey of Adult and Aging Populations
Core Questionnaire sample
3. Suggested Needs Assessment For
Residents of LTC Facilities